



MINNESOTA STATE PATROL APPLICANT Frequently Asked Questions

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Program Options

The Minnesota State Patrol (MSP) has a hiring process that offers two separate employment opportunities. Please read the brief description of the two employment opportunities to see which one you qualify for. You may only apply for one of these options.

Law Enforcement Training Opportunity (LETO) (Trooper Trainee 1)

The first opportunity is the LETO Program. This is a program designed for applicants who have a two or four year degree in any discipline and want to become State Troopers. To qualify and be eligible to apply the applicant must earn an associate's or bachelor's degree prior to a date established for each process from a college or university listed as regionally accredited by the U.S. Department of Education's Office of Postsecondary Education. To verify accreditation go to <http://ope.ed.gov/accreditation> or contact the registrar's office at your school.

The MSP will provide LETO Program applicants with the educational requirements necessary to take the Peace Officer Standards and Training (POST) exam, which is required to become a licensed peace officer. The POST certification training will take place at the Law Enforcement and Criminal Justice Education Center (LECJEC) in Brooklyn Park, MN and is followed by the State Patrol Training Academy. Applicants must pass the POST exam to be eligible for employment.

The number of Trooper Cadets hired in this process will be determined by legislative funding and budgetary constraints.

Traditional Option (Trooper Trainee 2)

The second option is the traditional hiring process for those who are currently POST licensed or eligible or will be eligible (documentation will need to be provided) to be licensed by January 22, 2016.

LETO Program Information

Who is eligible to apply for the LETO Program?

The LETO Program (Trooper Trainee 1) is for individuals who currently have an associate's or bachelor's degree in any discipline from a regionally accredited university or will have earned an associate's or bachelor's degree in any discipline from a regionally accredited institution by September 1, 2015. Verify university accreditation by using the following link: <http://ope.ed.gov/accreditation>.

What paperwork will I need to submit if I am still working toward my degree and will have completed it by the date established for this process?

Submit a letter on school letterhead signed by a school official stating that you will meet the degree requirement by September 1, 2015. This information must be submitted to the Minnesota State Patrol Training and Development Section, 1900 West County Road I, Shoreview, Minnesota 55126, Attention: Application Coordinator. This should be submitted after you have completed your online application.

How do I participate in the LETO Program?

The competitive selection process for the LETO program includes the following components: completion of the online application, written exam, physical fitness test, oral interview, comprehensive background investigation, medical and psychological exam. Applicants who successfully pass the testing components are reviewed by the Minnesota State Patrol Command Staff for final selections. Those persons offered employment are hired and sent to the training program for the Peace Officer Standards and Training (POST) certification process.

Can I obtain training through your agency that will make me POST eligible?

Yes, you will receive training through LETO to make you POST eligible.

Where is the POST portion of the training conducted?

It will be held at the Law Enforcement and Criminal Justice Education Center in Brooklyn Park, Minnesota. Information on LECJEC can be found by using the following link: <http://www.hennepintech.edu>.

What are the hours of training?

The hours will typically be from 8:00 a.m. until 5:00 p.m. Monday-Friday. You may train on some Saturdays. You may train on some holidays depending on curriculum needs.

How long does the LETO Program last?

Applicants accepted into the LETO Program will participate in sixteen weeks of training before continuing on to the Minnesota State Patrol Training Academy.

When am I considered an employee of the Minnesota State Patrol?

Your effective hire date with the State of Minnesota will be the date the LECJEC training begins. You will be considered a Trooper Trainee I at that point.

Will I be paid during the LETO Program?

Yes, you will receive 70% of base Trooper salary, which at this time equates to approximately \$17.49 per hour. The hourly rate could increase depending on contractual agreements that are in progress.

Will the State Patrol provide room and board during the LETO Program?

No.

What happens after I successfully complete the LETO Program?

Trooper Trainee I's who successfully complete LETO Program, will be required to report to the Training Academy at Camp Ripley. The Training Academy will be comprised of sixteen weeks of additional training specific to the Minnesota State Patrol. This portion of the training will be held at Camp Ripley in Little Falls, Minnesota. Refer to the other FAQ's for additional information about the Training Academy.

What is my commitment to the Minnesota State Patrol for participating in the LETO Program?

Applicants who become Minnesota State Troopers through the LETO Program will be required to sign a two year agreement with the agency.

What will I need to purchase to participate in the LETO Program?

You will need to purchase supplies such as notebooks, pens, pencils, etc. More information will be provided, if you are selected to participate.

Will I receive an additional degree upon successful completion of the LETO Program?

No, this is considered a certificate program and you will not receive an additional degree.

If I participate in the LETO Program, when will I take the POST Licensing Examination?

The POST Examination will be given during the last week of the LETO Program at LECJEC.

Traditional Program Information

Can I obtain training through your agency that will make me POST eligible?

No, you must have taken and passed the POST licensing examination by January 22, 2016 to attend the Training Academy.

Do you offer lateral pay?

The Chief of the State Patrol determines each year if lateral pay is offered. You may be eligible to enter step 1-5 of the State Patrol salary schedule based on your current law enforcement hourly wage.

If I previously left your Training Academy can I reapply?

Yes, but the reasons you left school will be taken into account during the selection process.

Peace Officer Standards and Training Board (POST)

What is POST?

Peace Officer Standards and Training (POST) is the licensing board for peace officers that are similar to boards for medical, dental, legal, and other professions. The website is www.dps.mn.gov. The phone number for the POST Board is (651) 643-3060.

One of the functions of the POST Board is to set the minimum requirements for individuals interested in being hired as a peace officer. Minimally, a two-year post-secondary degree is required. The degree must be from a university, college, or technical college that is accredited by the POST Board. If you have met the academic requirements, you are eligible to take the POST Board licensing examination. Once you have passed the licensing exam, you are eligible to be hired by any law enforcement agency in Minnesota as a peace officer. If you have experience as a full-time police officer in another state or with a federal law enforcement agency and have completed a basic police academy/course, you may be eligible to take the POST reciprocity exam. If you have **military experience**, contact the POST Board for more information about reciprocity testing.

Individuals who have received a law enforcement degree from a college that is not accredited or have a four-year degree in another vocation may only need a minimum number of courses through an accredited institution to meet the POST academic requirements. Some institutions can integrate degrees in less time than others. Individuals interested should send their transcripts to an accredited institution for review. They will advise you what will be needed to meet the POST requirement.

What is a POST license?

Students who have successfully completed the required academic course work and have passed the Peace Officer Licensing Examination are termed "eligible to be licensed." However, completing the education requirements and passing the licensing examination does not result in licensure. Individuals who are "eligible to be licensed" are not licensed until they are hired by a law enforcement agency and can satisfy the minimum selection standards listed in the application. A law enforcement agency may apply its own additional standards in their hiring process. The hiring agency also determines the physical standards its own personnel must meet.

How do I get a POST license?

You obtain your POST license after passing the licensing examination and are hired by a law enforcement agency in Minnesota.

Selection Process

What is the timeline for the selection process?

There are approximately seven months from the start of the Trooper Application Process until the Training Academy begins.

When do you usually announce a hiring process and begin accepting applications online?

Online applications are available June 3 – June 16, 2015 for LETO applicants and June 29 – July 10, 2015 for Traditional applicants.

Why does it take so long to get hired?

The selection process consists of the application, written examination, physical fitness test, oral board interview, background investigation, medical evaluation, psychological evaluation, orientation, and fingerprinting.

Why can't I submit an application any time?

Applications are only accepted online after a selection process is announced. You can submit your name and address to be placed on a list at www.mntrooper.com. When the selection process is announced you will receive notification by e-mail that we will be accepting applications online.

Do I have to start my application process over if I submitted an application last year?

Yes, each applicant must submit an application online for the current selection process at www.dps.mn.gov.

Written Examination and Physical Fitness Test

How does the testing process work?

As you complete the online application, you will be required to select your testing date. The written exam will be administered first followed by the physical fitness test. Both the written exam and the physical fitness test will be conducted at Becker Middle School.

What are the dates for the written exam and the physical fitness test?

During the online application process, you will need to select one date for testing. You must complete both the written exam and, if you successfully pass the written exam the physical fitness test on the same date.

Where do I need to report to take the written exam?

Testing will be at Becker Middle School. You will receive an automated email confirmation after you complete the online application. The email confirmation will provide you with the date, time, and location you selected.

There will be no alternate test site for this process.

You will receive your test scores immediately and will take your physical fitness test the same day if you pass the written exam. The physical fitness test will also be held at Becker Middle School.

What written test(s) are administered?

We will administer the Wonderlic W.P.T. Examination. To review a sample of the test questions, [Wonderlic Sample](#) The Wonderlic W.P.T. Examination is a timed test. This will be the only written test given this process. Calculators may NOT be used.

What should I bring to the written exam and physical fitness testing?

Applicants must bring a current state-issued driver's license with a photo or a current state-issued photo identification card to the written examination and the physical fitness testing site. Photocopies will not be accepted.

There will be no time to change in between the written test and the physical fitness test; wear clothing appropriate for physical fitness testing to the written test.

Can I take the written examination on one day and the physical fitness test on the other testing date?

No, you must take both the written examination and the physical fitness test on the same day.

Is there a make-up test for either the written examination or the physical fitness test?

No, you will have only one attempt at both the written examination and the physical fitness test.

When will I know the results of the written test?

You will be notified immediately whether or not you pass or fail the written exam at the time of testing.

What happens at the Physical Fitness test?

Upon completion of the written exam, if you have successfully passed, you will move on to the physical fitness testing at Becker Middle School. The first group will begin their physical fitness test approximately one half hour after the completion of the written examination. It will take approximately two hours to complete the five required tests. You should plan to be available for the entire time that is scheduled for the physical testing. It will be your responsibility to be at the testing site prepared to start the testing.

What are the physical fitness requirements?

The required physical fitness tests that you will be required to complete during the testing process are the 1-minute sit-ups, vertical jump, maximum pushups, 300 meter run, and the 1.5 mile run. Applicants will be required to pass with an **average passing score** of 50 out of 100 total points. Applicants will also be required to participate and pass at the minimal level listed on the testing sheets. The testing standards are age and gender specific. Applicants that pass with an overall average of 50 points **and meet** the minimal requirement standard will be considered to have passed the physical fitness test.

Interviews

What are the interviews and where are they held?

The interviews are simply an oral interview. The interview is conducted by a panel, typically consisting of two members. You will only interview with one panel. It is anticipated that the length of the interview will be less than sixty minutes. The interviews will be held at the Minnesota State Patrol Training and Development Section, 1900 West County Road I, Shoreview, Minnesota 55126.

How are the applicants scheduled for interviews?

After completing the written exam and the physical fitness test and prior to leaving Becker Middle School, you will schedule your oral board interview.

Background Investigation

What is a comprehensive background investigation?

As required by Minnesota Rule 6700.0700 and Minnesota Department of Public Safety Administrative Policy Number 4060, you must submit to a thorough background investigation to evaluate your suitability for employment as a peace officer with this agency. This background investigation will include an analysis of public and private information, including criminal and civil court records, driver's license and credit information, educational and employment history and interviews with references, neighbors, family members and others.

How long does the background investigation take to complete?

Background investigations take about eight weeks to complete.

Where can I get my background investigation materials?

The background investigation materials will be emailed to you after applications close using the email address you provided during your online application.

When should I submit my background investigation materials?

Eligible candidates will submit their background packets after they have received confirmation they have successfully passed their interview. DO NOT submit background packets BEFORE interviews; we will not keep them on file.

Does each hiring process require a background investigation?

Yes.

Training Academy

How long is your Training Academy?

The Training Academy will consist of sixteen weeks of residential modified stress training at Camp Ripley. Candidates who complete the residential training are appointed as a State Patrol Trooper. They must then complete twelve weeks of combined field training and additional classroom instruction.

Do I have to stay at Camp Ripley during the sixteen week period?

Yes, cadets shall arrive at Camp Ripley by 7 p.m. – 9 p.m. hours on Sunday evening and are released Friday evening after an inspection is completed.

If I have already completed the skills training and am eligible to be licensed, do I still have to complete the entire school?

Yes, you will need to complete the sixteen weeks of the Training Academy including all of the educational and skills classes required to graduate.

Can I receive special shortened training because I am an incumbent officer?

No.

What do I need to bring to the Training Academy if I am offered a position?

If you receive an offer you will be provided with a list of items to bring. You will be provided with more information, if you are selected.

Is it a college setting or military setting?

It is a paramilitary setting with modified stress utilizing adult learning concepts.

How many applicants will you hire?

The number of positions available is dependent upon legislative funding and budgetary constraints.

Field Training

How long is Field Training?

Graduates of the Training Academy complete 12 weeks of Field Training combined with one additional week of classroom training before solo patrol.

How long is probation?

One year, which begins after being sworn-in at graduation from the Training Academy.

What equipment is provided by the department and what equipment will I need to purchase?

Uniforms, equipment and duty weapon are supplied. You will have to buy shoes/boots and gloves.

Compensation and Benefits

What is the pay?

During the Training Academy, cadets will be compensated at 70% of the base Trooper salary, which equates to approximately \$17.49 per hour. Upon successful completion of the Training Academy, starting Trooper pay is approximately \$24.98 per hour plus any applicable contract adjustments.

What are the benefits?

Cadets receive medical and dental benefits approximately 35 days from the start of the LETO Program or the start of Training Academy. To qualify all paperwork must be submitted properly to Human Resources. For more information on benefits go to www.careers.state.mn.us.

Miscellaneous

Do I need to be First Responder certified before starting the academy?

Yes, you need to be First Responder certified when you begin the academy. Minnesota First Responder requirements can be found at www.emsrb.state.mn.us.

Where can I get First Responder certification training?

Local Fire Departments, Hospitals, various EMS providers and other organizations offer First Responder certification courses. The course you attend must be an EMSRB approved training program. You are encouraged to obtain this training on your own in your local area.

Do you administer a polygraph examination?

No.

How soon can I transfer after I am hired?

You are eligible for transfer once you are off of probation. Troopers typically have the opportunity to transfer around the state once a year. Transfers are based on seniority and the vacancies that exist.

Where are the districts and stations?

Refer to the district map. To view the district map, [click here](#).

Do I have to live in the district or station?

Metropolitan-area freeway station personnel may establish their residence outside their assigned station boundary by no more than a ten-mile radius, with the exception of troopers permanently assigned to the 4550 station who are allowed a fifteen-mile radius within district 2500, or ten miles if it extends into another district.

Can I choose where I work?

Placement of cadets is based on both the needs of the organization and the interest of the applicant.

Do I have to move or can I just rent an apartment until I transfer?

Probationary Troopers must establish a temporary residence in the station to which they have been assigned for duty. They shall live in and occupy such living quarters during that portion of the work week they are scheduled for patrol duty, call duty, or stand-by duty. Upon transfer or permanent assignment, members shall, within 120 days after their assignment, establish their residence in the station to which they have been assigned.

Can I apply for a specialty position within the Minnesota State Patrol (K-9, Public Information Officer, Executive Protection, Pilot, etc.)?

You may apply for a specialty position once you are off of probation. To apply to the Flight Section you must have a minimum of five years as a Trooper and hold a commercial instrument single engine license.

How long before I can get promoted?

You must have a minimum of five years as a Trooper to participate in the promotional selection process.

Do you offer education reimbursement?

Not at this time.

Do I need to be a United States Citizen at the time of application?

No.

When do I need to be a United States Citizen?

You must be a United States Citizen by September 1, 2015

How old do I have to be to apply for a position with the Minnesota State Patrol?

You must be 21 years of age by the date you are appointed a Trooper.

Do I need a valid driver's license at the time of application?

No.

When do I need a valid driver's license?

For the LETO program by July 11 or July 12 (the day you take your written/PT testing)

For the Traditional program by July 25 or July 26 (the day you take your written/PT testing).

Do you have a maximum hiring age?

There is not a maximum hiring age. Mandatory retirement is age 60.

If I don't get an offer this year can I remain on an eligibility list for next year?

No. We do not maintain an eligibility list. Applicants must re-apply with each process.

If I am fluent in a language other than English, what languages are given preference during the final selection process?

The languages that will be given preference are Spanish, Russian, Hmong, Vietnamese, Somali, and American Sign Language (ASL).

Why doesn't the State Patrol have an eligibility list they work off instead of starting over every year?

The MSP wishes to be inclusionary to all applicants who are eligible each year.

If I was terminated by the Patrol can I be rehired?

Yes, but the termination circumstances will be taken into account during the selection process.

What are some of the medical requirements for the State Patrol?

As part of the medical evaluation, vision will be tested. The State Patrol visual acuity requirements are 20-100 uncorrected, correctable to 20-20 with glasses, hard contacts or soft contacts. If an applicant tests with uncorrected vision in excess of 20-100 they then must use soft contacts with vision correctable to 20-20. Individuals must have worn soft contacts a minimum of six months. Written verification from the applicant's optometrist must be provided at the time of the medical examination. Color blindness and peripheral vision will also be evaluated; applicants must pass these evaluations. Any applicant having vision correction surgery must have had surgery a minimum of six months prior to the medical examination, and must provide written medical verification and documentation at the time of the examination that no complications exist.

Hearing assessment by an Audiogram is required as part of the medical evaluation. Any applicants requiring or using hearing aids will need to bring in documentation from a licensed audiologist showing corrected hearing meets requirements of: not have more than a 35db loss in either ear when averaging the loss at 500, 1000, 2000 and 3000hz.

Diabetics should follow the ACOEM Guidance for the Medical Evaluation of Law Enforcement Officers. The following <http://main.diabetes.org/dorg/PDFs/Advocacy/Discrimination/ACOEM-Diabetes-2007.pdf> is used to determine how strict the application of the components of the guidelines will be:

- Types of diabetes (insulin dependent vs diet/oral control)
- Date of diagnosis
- Documented control of blood glucose and hemoglobin A1c
- History of episodes of very low or very high blood glucose
- Complications secondary to diabetes (eyes, kidney, nervous system)
- Candidate's comprehensiveness of his or her condition and recognition of warning signs.

All candidates with diabetes will be individually assessed per these guidelines.